Managing Assignments

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Managing Assignments

Overview | Assignment Detail Editor Field Descriptions | Creating Assignments | Scoring Assignments | Deleting Assignments | Validating Assignments | Copying Assignments

Information on this page relates to features that are available in the Enhancement Teacher Tools (ETT) Release Line. These features will be generally available with the 1126 Release Pack (June 2011).

Overview

PATH: *Instruction > Assignments > Assignment Detail Editor*

Assignments are a subgroup of Categories and Categories are a subgroup of Standards and Grading Tasks. An assignment may be aligned to multiple Standards or Grading Tasks which allows one assignment to be scored multiple times. Each unique score can count towards an in progress score or as evidence of mastery towards a state or district-defined standard depending on the standard or grading task's setup.

This section includes the following topics:

- Assignment Detail Editor Field Descriptions
- Creating Assignments
- Scoring Assignments
- Deleting Assignments
- Validating Assignments
- Copying Assignments

Assignment Detail Editor Field Descriptions

The Assignment Detail Editor displays when users click the **Create Assignment** button or click an existing **Assignment Name** on the View Assignments page.

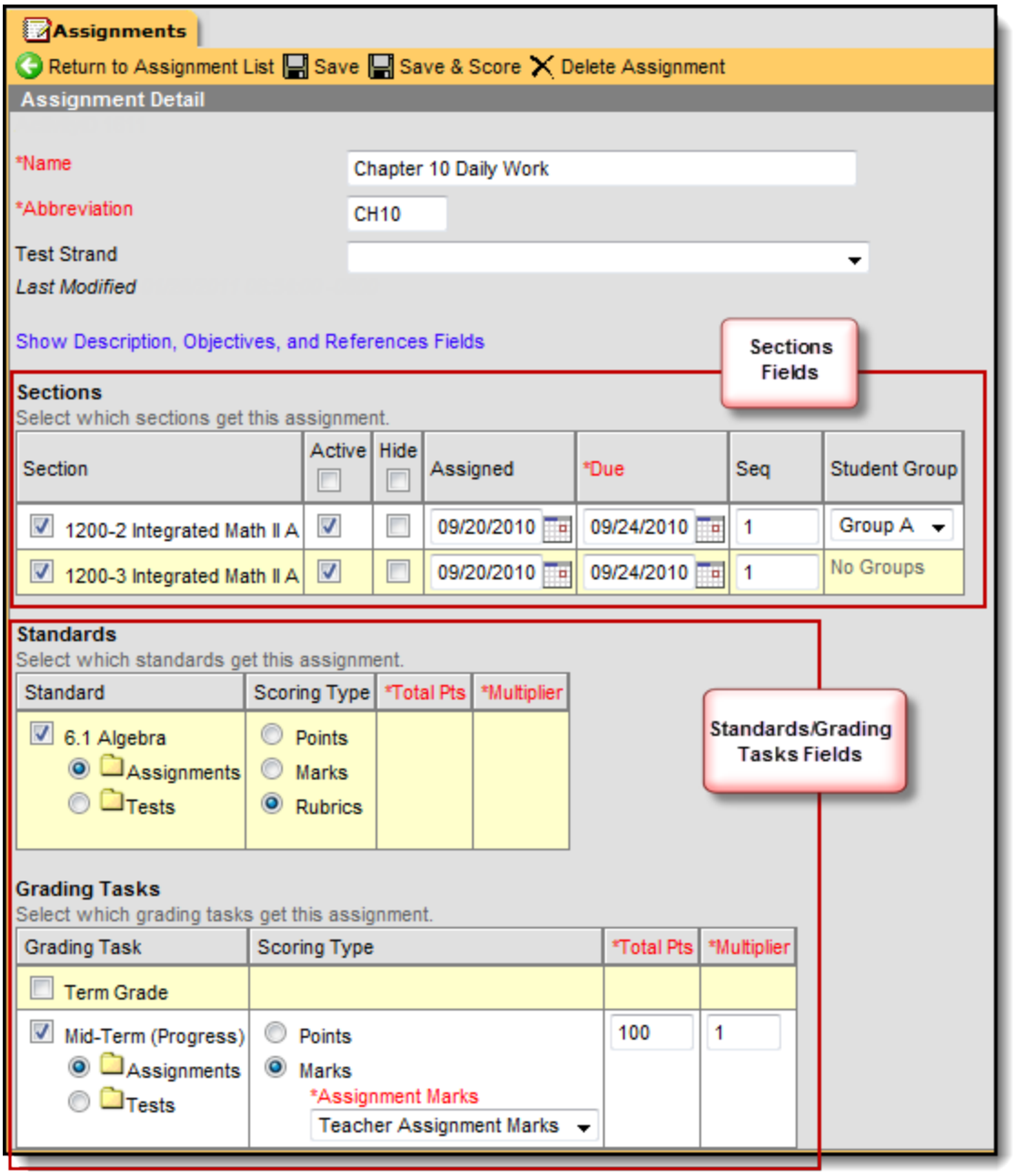

Image 1: Assignment Detail editor

Field	Description
Name	The assignment name may include up to 50 characters and is seen on reports and the Portal.
Abbreviation	The abbreviation may include up to 5 characters and displays on the Daily Planner and the Grade Book (ETT).
Test Strand	The standardized test strand for which the assignment is preparing students. This field is optional.

Description/Objectives/Reference	Description, Objectives, and References fields are provided to give more information to the parents on reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.

Sections Fields

Field	Description
Section	Teachers can place assignments in one or more sections. The section selected in the Campus toolbar will display, plus any additional sections of the same course that are taught by the same teacher team. A teacher team is the one or more staff scheduled as teachers in each section.
Active	If the assignment should be included in the student score select this checkbox. If the assignment will not count towards a score (such as a pre-test), the active box may be cleared.
Hide	Selecting this checkbox hides the assignment from the Portal, but the impact of the student's score on the assignment is still seen in the overall score.
Assigned	The date the assignment is assigned.
Due	The date the assignment is due.
Seq	The sequence is managed by the system and keeps the assignments in order when copying assignments from one calendar to another calendar.
Student Group	A group of students created by the teacher for the course section. For more information about Student Groups, see the Student Groups article.

Standards/Grading Task Fields

Field	Description
Standard or Grading Task	This area displays the Standards or Grading Tasks set up by the district or school for this course. The assignment may be aligned to any of the Standards and Grading Tasks that display. For each selected standard/task a category must also be selected. ⚠ Changing Categories within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task/Standard to another, scores are lost.
Scoring Type	• **Points**. For this alignment, the assignment will be scored numerically. Used in Standards and Grading Tasks. • **Marks**. For this alignment, the assignment will be scored in predetermined Marks (Example A, B, C) using grading thresholds set up in the Assignment Marks tool.Used in Standards and Grading Tasks. • **Rubric**. For this alignment, the assignment will be scored in predetermined values. These values will pull from the rubric assigned to the standard in the Standards Bank. Used in Standards only.
Total Pts	The number of total points possible on the assignment.
Multiplier	The Multiplier field works in conjunction with the points possible field to set how the assignment affects the student's score. For example, a 50 point assignment with a multiplier of .5 calculates as a 25-point assignment.

Creating Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor*

1. Type a descriptive name, 50 characters or less, for the assignment in the **Name** field.
2. Type an abbreviation, 5 characters or less, for the assignment in the **Abbreviation** field.
3. Select the standardized Test Strand for which the assignment is preparing students, if applicable.
4. Click the **Show Description, Objectives, and Reference Fields** link to enter detailed information for reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.
5. Select the Sections to which the assignment should be assigned then define the following options for each section.
    - Active
    - Hide
    - Assigned
    - Due
    - Seq
    - Student Group
6. Select the Standards and Grading Tasks to which the assignment should be aligned and complete the

following tasks for each Standard and Grading task:

a. Select a Category in which to place the assignment.

> ⚠ If after scoring the assignment you need to place the assignment in a different category, note that changing Categories within a Standard or Grading task preserves scores; however, if you move an assignment from one Grading Task or Standard to another, scores are lost.

b. Select the Scoring Type.
c. Enter the Total Pts and Multiplier if using Points or Assignment Marks.

7. Click the **Save** button to return to the Assignments summary or click the **Save and Score** button to enter scores for this assignment.

> ⚠ If clicking **Save and Score**, verify the section to score is selected in the Campus toolbar. The scoring editor will open for the section specified in the toolbar only.

Scoring Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor > Assignment Scoring Editor*

Assignments may be scored by clicking the **Save and Score** button on the Assignment Detail editor. The Assignment Scoring Editor only displays the Standards, Grading Tasks, and students for the section selected in the Campus toolbar.

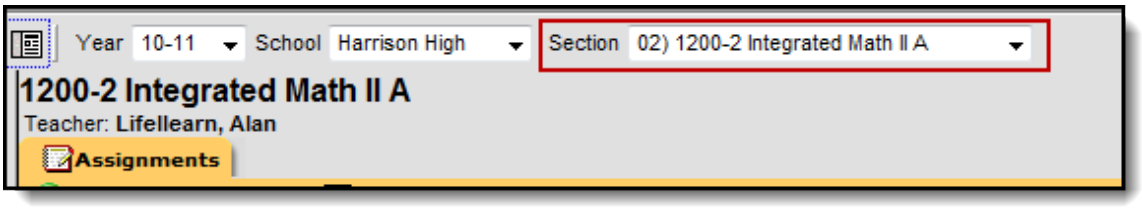

Image 2: Section Selection in Campus Toolbar

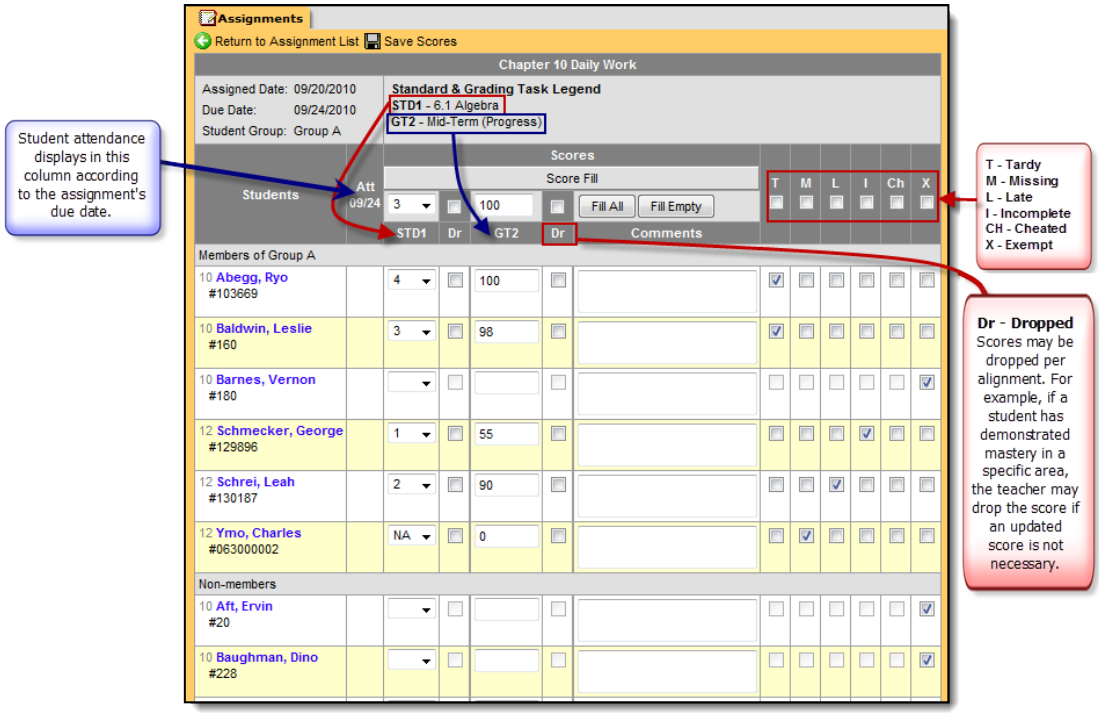

Image 3: Assignment Scoring Editor

If a teacher has selected to hide dropped students as a preference, students who have dropped the course section will not display for entering assignment scores. Students will not appear in this list starting the day after the drop date.

There are two methods for scoring assignments: Mass Filling Scores or Single Score Entry.

Method	Description

Mass Filling Scores	Use this option to fill all the scores at once. If using student groups, this method does not fill scores for students that are not part of the student group. 1. Choose the score from the dropdown list (Marks/Rubric grading) or enter the points earned. 2. Click the **Fill All** or **Fill Empty** button. Clicking **Fill All** overwrites any previously entered scores except for students with the Exempt (X) checkbox selected. Fill Empty only writes to scoring fields that have not been previously scored. 3. Click the checkbox in the column header to mass fill checkboxes. • Dropped--Any score entered will not count. • Tardy • Missing--Regardless of the score entered, the score will count as 0 points. • Late • Incomplete • Cheated--Regardless of the score entered, the score will count as 0 points. • Exempt 4. Click the **Save Scores** button.
Single Score Entry	1. Find the student and choose the scores from the dropdown list (Marks/Rubric grading) or enter the points earned next to their name. 2. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length. 3. Select any of the following checkbox options: • Dropped--Any score entered will not count. • Tardy • Missing--Regardless of the score entered, the score will count as 0 points. • Late • Incomplete • Cheated--Regardless of the score entered, the score will count as 0 points. • Exempt 4. Click the **Save Scores** button.

Deleting Assignments

PATH: *Instruction > Assignments > Assignment Detail Editor*

Deleting an assignment deletes the assignment from all sections to which the assignment is aligned and deletes all scores that were entered for the assignment. To remove an assignment from a single section, do not delete the assignment. Instead, clear the checkbox next to the section in the Section Fields.

1. Click the **Delete Assignment** button.
   Result
   A confirmation appears.

2. Click **OK** to delete the assignment and return to the Assignments tab or click **Cancel** to return to the Assignment Detail editor.

Validating Assignments

PATH: *Instruction > Assignments > Edit Teacher Preferences*

Assignments Validation verifies the status of assignments that have multiple section placements and/or multiple alignments.

The most common reason to validate a section is the addition or removal of the teacher(s) scheduled to a section. If a section's scheduled teacher has changed, the assignments must be validated. For example, if a teacher placed an assignment in two sections and was removed from one section, the Assignment Validation process splits the assignment and a unique assignment remains in each section.

If alignments under an assignment are no longer valid, they are split into separate assignments. If separate assignments within a section contain alignments which can be consolidated within one assignment, they will be combined into one assignment. Assignments Validation also validates categories and activities.

Verifying the status of assignments

1. Click the **Validate** button.
   Result
   An information dialog appears.
2. Click **OK**.

Copying Assignments

PATH: *Instruction > Assignments > Assignment Copier*

The Assignment Copier allows copying a single assignment or a group of assignments from section to section within a calendar and across calendars. Teachers must have calendar and tool rights for the section from which they want to copy assignments.

If the assignment due dates from the Source are not valid in the Destination they will not carry over. Assignments without due dates are placed in the first term in which the section meets. Campus recalculates the term when a due date is entered.

For more information, see the Assignment Copier article.